



BE A FORCE

Milwaukee Police Department
Police Administration Building
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Milwaukee, Wisconsin 53233
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Edward A. Flynn
Chief of Police

(414) 935-7200

January 30, 2012

The Board of the
Fire and Police Commissioners
200 E. Wells St., Room 706
Milwaukee, WI 53202

Dear Commissioners:

Please find attached the Milwaukee Police Department Civilian Work Rules for your review and approval. If you have any questions, please contact Personnel Administrator Valarie Williams at 414-935-7110.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

JAMES C. HARPOLE
ASSISTANT CHIEF OF POLICE

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IN SOME JOBS, SUCCESS IS MEASURED BY WHAT DOESN'T HAPPEN.

January 30, 2012

Milwaukee Police Department Civilian Work Rules

The Milwaukee Police Department has established a Code of Conduct (COC) that is comprised of our Vision Statement, Mission Statement, Core Values and Guiding Principles, Standard Operating Procedures (SOP) and Code of Instructions (COI). The Code of Conduct establishes fundamental standards of conduct and performance consistent with the highest professional standards. Every member of the Department has been issued a copy of the Department's Code of Conduct. All Department members are expected to be familiar with and follow all applicable Core Values and Guiding Principles, Standard Operating Procedures and Instructions and City Ordinances.

As with the COC, all civilian MPD members shall be familiar with and adhere to the departmental work rules described in this communication. These departmental work rules do not cover every situation that may arise; therefore, the Chief of Police reserves the right to modify the work rules. When this occurs, members will be notified. Failure on the part of Department members to abide by the provisions of the work rules may subject such members to disciplinary action including warning, reprimand, suspension, or dismissal.

These work rules are not intended to supplant City Ordinances or Fire and Police Commission Rules. They are intended to supplement these ordinances and rules, and if there is a conflict, City Ordinances or Fire and Police Commission Rules will prevail.

Alcohol and Controlled Substances: Refer to SOP 770.35 - Civilian Employee Drug Testing

Anti-Harassment Policy: the Milwaukee Police Department is committed to providing a work environment that is safe and free from employment discrimination, harassment, improper treatment, or inappropriate conduct based on race, sex, religion, national origin, ancestry, color, creed, age, sexual orientation, gender expression, marital status, disability, military status, or any other protected characteristic as defined by Federal, State or local regulations. Refer to SOP 520 – Equal Employment Opportunity Policy for the policy in its entirety.

Attendance/Punctuality Requirements: All Department members shall report for duty at the time designated by their supervisor. All employees are expected to be regular in their attendance. Refer to COC 1.06.

Base Salary: The Salary Ordinance sets the uniform rates of pay of offices and positions in the City service under control of the Common Council of the City of the Milwaukee. A copy of the 2012 Salary Ordinance can be found on the Department of Employee Relations website.

Break/M meal Periods: Employees are allowed a fifteen-minute break period in the morning and a fifteen-minute break period in the afternoon and a twenty-minute lunch period. Breaks and lunch periods are paid and are to be taken as operations and staffing levels permit. Members assigned to the Technical Communications Division should refer to the Division's Standards Operating Procedures for their guidelines. Lunch periods and breaks will be scheduled in a manner consistent with the needs of the service.

Cell Phone Use (Privately Owned): Refer to SOP 340, Section H – Uniforms/Equipment/Appearance.

Confidentiality: Department members shall treat the official business of the Department as confidential, not imparting it to anyone orally, electronically or in writing, except those for whom it is intended or under due process of law. Refer to COC 3.04.

Disciplinary Grievance Appeal: Employees who are suspended for five (5) working days or less shall follow the procedures of SOP 860. Employees who are discharged, demoted or suspended without pay for more than five (5) working days may appeal such discipline to the Fire and Police Commission. Refer to SOP 860 – Civilian Member Grievance Procedure and FPC Rule XVI.

Disciplinary Investigations: Refer to SOP 450 – Personnel Investigations.

Dress Code and Appearance: Non-uniformed civilian members, while on-duty, shall wear clothing and accessories that are neat and clean in appearance and appropriate for their work location. Civilian members shall convey an appearance of professionalism, particularly when dealing face-to-face with the general public. Refer to SOP 340-65 Appearance Standards – Civilian Members.

Flexible Schedules (FLSA exempt positions): FLSA exempt employees are eligible to work flexible schedules in accordance with the guidelines set forth in the City Ordinance.

Family Medical Leave Act (FMLA): Refer to SOP 080.00 – Family Medical Leave Act and Other Leaves.

Funeral Leave: Refer to SOP 010.15 (G) – Funeral Leave.

Furloughs: Refer to SOP 010.105 (F) – Furlough Day(s).

Holiday Pay: Refer to SOP 010.15 Holiday; 2012 Salary Ordinance.

Hours of Work: The regularly scheduled eight (8) hour shift shall be established by the Chief of Police.

Internet and Email Usage: Refer to SOP 680 – Computer Equipment. This SOP is intended to provide guidelines for the use of computer equipment within the Department and personally owned computer that are used in Department activities.

Job Assignments: Assignment will be based on the needs of the service.

Jury Duty: Refer to SOP 020 – Jury Duty.

Layoffs and Recalls: Refer to the Rules of City Service Commissioners, Rule X – Layoff, Leave of Absence, Resignation and Reinstatement.

Medical and Dental Appointments: Members may schedule and charge up to three (3) two-hour medical or dental appointments per calendar year to “Miscellaneous - Unapplied Time (069), which is paid time off. Medical/dental appointments exceeding two hours in length must be charged to sick leave or some other accrued time.

Performance Reviews: Refer to SOP 500- Personnel Evaluations/Line & Staff Inspections.

Personal Conduct: All Department members shall be familiar with Department policy, procedures and training and shall conduct themselves accordingly.

Probationary Period: All members within their probationary period shall be evaluated on their conduct and fitness for the performance of their duties. If a member’s conduct or performance of duties is not satisfactory for continued service to the Department, the member shall be terminated, with no right of appeal to the Board of Fire and Police Commission. Refer to COC – 1.01, SOP 500.

Residency: All Department members are bound by City of Milwaukee Charter Ordinance provisions regarding residency and are required to establish and maintain their actual and bona fide residence within the boundaries of the City throughout their period of employment with the Department. Refer to COC 3.09, and FPC Rule XIV.

Sick Leave: Refer to SOP 010 – Absence.

Shift/Weekend Differential: Refer to 2012 Salary Ordinance.

Vacation: Refer to SOP 010.20 – Vacations.

Workplace Safety: The Milwaukee Police Department is committed to providing a safe work environment for all Department members. The Department strives to provide a work environment that is free of hazards and that meets Federal and state safety and health

standards and regulations. This commitment relies on the expectation that it is the responsibility of all personnel to create and maintain a safe work environment. Refer to SOP 510 – Workplace Safety Grievance for entire policy.

Vehicle Operation: Refer to SOP 640.15 – Vehicle Operations – General.

When members confront situations that are so unique that no policy or procedure can guide them, their decisions and interventions must always be consistent with our core values and guiding principles. Any questions regarding Civilian Work Rules should be referred to the Human Resources Division at extension 7110 or 7191.